

Manages County contracted services to provide essential support and services.



ISD Purchasing and Contract Services

Contract Administration



Internal Services Department

SERVICES INCLUDE



Fleet Services

Provides vehicle maintenance and repairs motor pool, fuel, new vehicle specifications and disposal.



Mail Services

Provides pick-up and delivery for both internal and external mail for the County and Courts.



Parking Services

Provides management of County-owned parking facilities for employees and the public.



TEMS

Manages contracts for Technical Equipment Maintenance (TEMS).

ISD's Contract Administration Division provides a wide variety of vital services to ISD and County customers utilizing a mix of in-house staff and Board Contracts. From maintenance of technical equipment to management of vehicle fleets and parking services to County mail services, Contract Administration helps to ensure the availability of essential services to County departments.

ISD Contract Administration services include:

- Establishment of Board Agreements to ensure cost-effective rates
- Fleet management including vehicle acquisition, maintenance and emergency road services
- Parking services including permits, lot management and pay lot plans
- Mail services including internal and Court pick-up and deliveries, receipted internal mail tracking, print-to-mail and much more

PCS CONTRACT ADMINISTRATION BENEFITS

PROACTIVE CONTRACT STAFF

ISD's extremely qualified and proactive staff provide insight and knowledge of best practices and are available to answer your questions and take care of your service needs.

MAXIMIZES VALUE-ADDED SERVICES

ISD manages and monitors Countywide contracts to ensure County departments receive the most favorable rates from contractors to maximize County resources.

CUSTOMER-FOCUSED SERVICE

ISD provides confidential and secure services with customer-focused forms and reporting to help improve service quality and ensure departments have access to vital services when needed.

ONE-STOP SHOP WITH NO ANNUAL PURCHASE ORDER

ISD master contracts allow departments to utilize services for equipment repair and support without having to direct resources to a procurement process or create annual Purchase Orders.

FOR QUESTIONS REGARDING CONTRACT ADMINISTRATION | email MNUNEZ@ISD.LACOUNTY.GOV